



Job Search

Environmental Supervisor (Valleyview Home)

350 Burwell Rd, St Thomas, ON N5P 4J3, Canada Req #929

Date Posted: June 5, 2024



The Corporation of the City of St. Thomas- Valleyview Home
has an open position for an:

ENVIRONMENTAL SUPERVISOR

Valleyview Home
Permanent, Full-Time

Job Posting #929-06-24

POSITION SYNOPSIS AND PURPOSE:

Reporting to the Director of Senior Services & Administrator of Valleyview Home, the Environmental Supervisor is responsible for the environmental service functions of the Home including the physical plant, housekeeping and laundry services. This position provides direct supervision of staff in these areas, as well as oversees the planning, coordination, control and evaluation of the maintenance/preventative maintenance programs in accordance with federal and provincial guidelines. In addition to other responsibilities, the Environmental Supervisor will also ensure that the delivery of housekeeping, laundry and maintenance services are in compliance with applicable legislation and Ministry Standards.

The Environmental Supervisor performs duties and responsibilities within Valleyview Home's mission, vision and values within the Long-Term Care Act and its regulations while promoting a safe, understanding and inclusive workplace.

MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

Supervision (50%)

- Participates in the Senior Management of the Home.
- Through consultation with Director of Senior Services & Administrator of Valleyview Home and the City of St. Thomas Human Resources department:
 - Selects and hires employees,
 - Appraises the performance and conduct of employees,
 - Disciplines employees,
 - Schedules and/or grants sick, vacation and other types of leave,
 - Encourages and assists in maintaining a high standard of morale,
 - Ensures operations and practices are consistent with the terms of the collective agreement,

- Receives call-ins from staff.
- Supervises and directs the operation and maintenance of the physical plant to ensure the safety and comfort of residents and staff.
- Supervises and directs the housekeeping services program that is used in the Home including cleaning, dusting, washing and waxing of all floors, walls, windows, woodwork, furnishings and washrooms.
- Supervises and directs the program of laundry services program used in the Home including washing and delivery of personal items and linens.
- Supervises and directs the Preventative Maintenance Program used in the Home.
- Supervises and directs the accurate maintenance of such records as are required to be kept with respect to the operation of the physical plant.
- Supervises the transportation function at Valleyview, including the maintenance of the Adult Day Program vans.
- Performs other duties, responsibilities and functions as assigned.

Program and Service Maintenance (15%)

- Maintains correct inventory and distribution of disposable incontinent products.
- Maintains emergency generator.
- Maintains a cleaning system that prevents and controls the contact and spread of infectious disease.
- Develops, recommends and upon approval implements policies and procedures and work routines for environmental staff and other departments as required.
- Prepares and recommends to the Director of Senior Services & Administrator, a proposed annual program and budget of expenditures for the next fiscal year. Following approval, carries out the approved program of expenditures within the limits prescribed. Sets goals and objectives for the department.

Program and Service Coordination (15%)

- Coordinates capital projects within the department and acts as a resource for other capital projects.
- Coordinates waste management and pest control procedures at the facility.
- Coordinates snow clearing and winter maintenance procedures.

Accountability (10%)

- Ensures the maintenance, housekeeping and laundry functions comply with all Ministry of Health and Long-Term Care Program Standards.

Risk Mitigation (10%)

- Organizes work for all contractors, which are involved with environmental services of Valleyview Home.
- Monitors the Continuous Quality Improvement Program within the department.
- Administers the security of the building including door locking mechanisms and video monitoring system.
- Completes risk assessments and implements programs to understand risk points and develop key safety standards for implementation.
- Conducts audits which are required to meet Home and Ministry requirements.
- Ensures Infection Prevention and Control (IPAC) measures are implemented in areas under direct supervision.

MINIMUM QUALIFICATIONS:**Education (degree/diploma/certifications)**

- Two (2) Year Post Secondary Diploma in Environmental Services Management or Building Maintenance Management or similar education (i.e. Healthcare Environmental Services Management, Building Environmental Services Facility Management).

Experience

- Three to five (3-5) years' experience in an upper-level management position in Environmental Services or Building Maintenance including supervision (preferably in a Long-Term Care Facility, Hospital or Municipality). Experience with mechanical systems and building automation software for institutional buildings.

Knowledge/Skill/Ability

- Strong customer service focus and the ability to establish and maintain positive relationships with staff, residents and related organizations at local, provincial and federal levels.

- Ability to read blueprints and writing schematics.
- Advanced computer skills.
- Familiarity with legislative requirements and guidelines pertaining to all applicable Provincial codes, standards and laws including the Ontario & Municipal Building Codes, Fire Code, Occupational Health & Safety Act, WHMIS and the Ontario Long-Term Care Homes Act.

Driver's Licence

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.

Other

- Satisfactory Police Record Check with Vulnerable Sector Screening
- Immunizations in keeping with Public Health Ontario requirements
- Satisfactory TB documentation
- Required to work outside and beyond the normal hours of work when deemed necessary.
- A City of St. Thomas mobile phone is provided and must be available 24/7 in case of an emergency or staff call-ins.

HOURS OF WORK:

- The normal workweek consists of 40 hours; Monday to Friday; 8:00 a.m. – 5:00 p.m. with a one-hour unpaid lunch. Overtime is required occasionally to deal with emergencies; evenings and weekends may be required occasionally.
- Lieu time to a maximum of 40 hours, pro-rated for partial years, will be granted as leave with pay to compensate for working overtime.

WHAT WE OFFER:

- Salary Range: \$96,855 - \$117,728 per annum (Band 10)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

Applications must be received no later than Wednesday June 26, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

